

BIG BROTHERS BIG SISTERS OF ST. JOSEPH COUNTY

Code of Ethics Policy

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I. Introduction

As a matter of fundamental principle, Big Brothers Big Sisters of St. Joseph County adheres to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, we do so because public trust in our performance is the bedrock of our legitimacy. Donors and volunteers support charitable organizations because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct.

Adherence to the law is the minimum standard of expected behavior. We must do more, however, than simply obey the law. We must embrace the highest standards of integrity. Transparency, openness and responsiveness to public concerns must be integral to our behavior.

III. The Code of Ethics

A. Personal and Professional Integrity

Our staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. We promote a working environment that values respect, fairness and integrity. We do not offer or accept bribes, kickbacks or inappropriate gifts or entertainment. We engage in business practices that are consistent with our ethics and values.

B. Governance

We shall have an active governing body, the Board of Directors, which is responsible for setting the mission and strategic direction of the organization, raising the necessary funds to meet budget and oversight of the finances, operations, and policies of the organization.

C. Legal Compliance

We will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate our 501(c) (3) organization.

D. Responsible Stewardship

We will properly maintain accurate and complete financial and programmatic records and communicate full, fair and timely results and information. We have developed a system of internal controls designed to preserve the integrity of our records and information.

E. Inclusiveness and Diversity

We shall have a policy of promoting inclusiveness and diversity of our staff, children served, board and volunteers.

F. Avoiding Conflicts of interest

We avoid relationships or conduct that might compromise judgment or create an actual or apparent conflict between our personal interests and our loyalty to Big Brothers Big Sisters of St. Joseph County. We have a Conflict of Interest Policy that is annually reviewed and approved by the Board of Directors and rigorously adhered to at all times.

G. Protecting Confidentiality

We protect the confidentiality of our clients and staff and properly maintain and safeguard information and data entrusted to us by those who come to us for service and employment.

H. Political Contributions

We do not make contributions to or promote any political candidate or party.

III. Afterword

While the Big Brothers Big Sisters Board of Directors has given its approval to this document, it will continue to be reviewed and revised as necessary.

A code of ethics is, by necessity, general in outlining broad ethical principles. It is not a detailed set of recommended practices on a specific issue. Those more specific recommended practices are provided by our existing standards, policies and procedures.

The above policies were adopted by the Board of Directors of Big Brothers Big Sisters of St. Joseph County on August 20, 2013 and are effective immediately. They nullify and supersede all previous policies.